



City of Austin - JOB DESCRIPTION



Assistant Police Chief

FLSA:	Police/Exempt	EEO Category:	(10) Official/Adm
Class Code:	10970	Salary Grade:	E00
Approved:	October 24, 1997	Last Revised:	November 19, 2013

Purpose:

This executive management position assists the Chief of Police in directing the activities of the Bureaus within the Department. The position assumes responsibility for police work of a complex nature in planning, organizing, commanding, and directing the administrative and law enforcement service activities for the Police Department. This is an appointed position that reports to the Chief of Police with duties and responsibilities established by the Chief of Police. Appointment of Assistant Chiefs is the sole responsibility of the Chief of Police.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Determine and justify specific needs relating to services provided through the respective Bureau for which he/she is responsible.
2. Develops and monitors goals, objectives, plans, policies, and procedures to meet service and operational requirements in compliance with statutory laws and community expectations.
3. Conducts daily administrative functions, including serving as "acting" Chief of Police when designated.
4. Oversees the selection, assignment, scheduling, productivity, performance, development and discipline of personnel assigned to his/her Bureau.
5. Provides direction and leadership.
6. Coordinates the operations of his/her Bureau with other Bureaus within the Department and with other governmental and community-based organizations to maintain effective and efficient operations.
7. Personally handles or delegates, as appropriate, difficult, high priority, sensitive, or emergency operational tasks.
8. Provides direction and leadership to the planning, development, execution, and evaluation of departmental and community policing initiatives.
9. Assists in the preparation of the departmental budget and monitors expenditures to ensure all resources are economically utilized.
10. Keeps the Chief of Police informed of Bureau performance and problems; proposes changes to policies, procedures, and operational processes as appropriate.
11. Represents the Chief of Police and the Department with citizen groups and other agencies.
12. Maintains effective communication within the department and within the community.
13. Establishes liaisons with other City departments, criminal justice agencies, neighborhood groups, and academic institutions to maximize effectiveness.
14. Mentors and encourages the development of effective management skills for the Commander rank.

Responsibilities - Supervisor and/or Leadership Exercised:

Supervisory and/or Leadership Functions.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of principles, practices, and procedures of police science and modern police administration, organization and operation.

Knowledge of supervisory and managerial techniques and principles.

Knowledge of budgeting methods and systems

Skill in establishment of cooperative working relationships with City officials, employees, other law enforcement agencies, boards, commissions, and general public.

Skill in oral and written communication.

Skill in handling conflict and uncertain situations

Minimum Qualifications:

Education and/or Equivalent Experience:

Rank of Commander and Lieutenant. Lieutenants must possess a Bachelor's Degree in Criminal Justice, Public Administration, Political Science or related field and three (3) years of experience as a Lieutenant. Commander's need not possess a Bachelor's degree.

Licenses and Certifications Required:

Police Officer and Advanced Certification from Texas Commission on Law Enforcement Officer Standards and Education. Texas Class "C" vehicle operator's license.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.